



COMPLIANCE + RECOVERY + CONSULTING

## Is Your Practice Data SAFE from Security Breaches?

Healthcare is the #1 target for Ransomware. It's time for every dental practice to take the necessary steps to avoid becoming a victim.

Here's our helpful **HIPAA Compliance Checklist** to get you started on the process of making sure you are HIPAA compliant and your valuable data is protected.

# HIPAA COMPLIANCE CHECKLIST



- Do you have a current third-party, enterprise-level, risk assessment on file?**
  - A proper risk assessment takes a deep dive into your network to uncover risks and deficiencies
  - If you have a current risk assessment, be sure you have a copy for your records
  - Must be completed a minimum of once every 12 months
  
- Have you addressed all deficiencies found in your risk assessment (Management Plan)?**
  - All risks and deficiencies, such as proper firewall, antivirus, proper email service and Windows updates must be corrected in order to be compliant and avoid breaches.
  
- Do you have a written Policies and Procedures Manual on hand that adheres to federal and state laws for HIPAA privacy, security and breach notification rules?**

*These are just some of the important elements your manual must include!*

  - Business associate agreements
  - Emergency situation response procedure--updates and regular testing
  - PHI backup
  - PHI and ePHI secure disposal
  - ePHI encryption
  - Breach notification and tracking
  - Notice of Privacy Practices
  
- Have you completed the required annual HIPAA training?**
  - All staff members are required to complete the annual HIPAA training, and proof of this training must be documented in your HIPAA manual
  - Proper HIPAA training must cover the security, privacy, and breach notification rules
  - One staff member, other than the doctor, must be identified as the HIPAA security officer

*Disclaimer: While successfully completing everything on this checklist does not guarantee that your practice is HIPAA compliant, it's an effective way to make sure you are taking the right steps.*

**What's Next?** Talk to DDS Rescue about tackling all the items on the checklist including a **FREE HIPAA Risk Assessment and HIPAA training!**  
Susie Dembinski, DDS Rescue Client Relations and HIPAA Coordinator  
**800-998-9048 susiep@ddsrescue.com**